Braille Authority of North America

Spring Meeting

Saturday, April 28, 2012 2:00 – 6:30 p.m.

Sunday, April 29,2012 9:00 a.m. – 5:00 p.m.

Monday, April 30, 2012 9:00 – 3:30 p.m.

Hosted by the National Braille Association

Meeting in St. Louis, Missouri

MINUTES

1 Call to Order ..... Frances Mary D'Andrea

Chair Frances Mary D'Andrea called the meeting to order.

2 Welcome from Dorothy Worthington, President, National Braille Association

Dorothy welcomed the BANA board to St. Louis and to the NBA meeting.

3 Self-Introductions ..... Representatives and Observers

- Frances Mary (FM) D'Andrea, American Foundation for the Blind (AFB), Chair
- Mary Nelle McLennan, American Printing House for the Blind (APH), Vice Chair
- Jennifer Dunnam, National Federation of the Blind (NFB), Secretary
- Susan (Sue) Reilly, California Transcribers and Educators of the Blind and Visually Impaired (CTEVBI), Treasurer
- Judith (Judy) Dixon, National Library Service for the Blind and Physically Handicapped, Library of Congress (NLS), Immediate Past Chair
- Maryann Bartkowski, Horizons For The Blind
- Darleen Bogart, CNIB (Canadian National Institute for the Blind)
- Kim Charlson, American Council of the Blind (ACB)
- Cindi Laurent, National Braille Association (NBA)
- Kim McEachirn, Clovernook Center for the Blind and Visually Impaired (CCBVI)
- Ruth McKinney, Braille Institute of America (BIA)
- Diane Wormsley, Association for Education and Rehabilitation of the Blind and Visually Impaired (AER)

BANA Member Organizations Not In Attendance:

- National Braille Press (NBP)
- Mary (May) Davis, Associated services for the Blind (ASB)

Associate Members in Attendance: None

Associate Members Not in Attendance:

- Sue Costa, T-Base Communications
- Maria Stevens, Braille Authority of New Zealand Aotearoa Trust
- Aimée Ubbink, Crawford Technologies, Inc.

Observers:

Pete Osborne, UK	Maylene Bird
Robert Englebretson	Cary Supalo
Chris Gray	Bob Stepp
Susan Osterhaus	Joyce Hull
Allison O'Day	Diane Spence
Sara Larkin	Donna Marhoun

As the afternoon progressed, some thirty additional observers joined the meeting.

4 Meeting Arrangements..... Cindi Laurent

Cindi Laurent discussed meal and meeting arrangements.

5 Board's Liability Statement .....Jennifer Dunnam

Jennifer Dunnam, BANA Secretary, read the following statement: "BANA indemnifies its Officers and Board of Directors and holds them harmless from all claims of every kind, including court expenses, attorneys' fees, and the claimed amount arising from the performance of their duties as Officers and Directors except for their own acts of dishonesty and gross negligence." (Adopted March 30, 1987)

6 Agenda Approval..... Frances Mary D'Andrea

MSC Kim Charlson moved and Ruth McKinney Seconded that the agenda be adopted as distributed. The motion passed unanimously.

7 Music Braille Technical Committee ..... Lawrence Smith

Jennifer Dunnam, board liaison to the committee, read the report, which is on file.

It was clarified that James Bowden is chair of the UKAAF music committee and is a consultant to this committee for international purposes.

MSC Jennifer Dunnam moved and Darleen Bogart seconded the motion that Richard Taesch and Tina Davidson be appointed as consultants to the music braille technical committee, because of their particular expertise in guitar music, until the code revision is complete. The motion passed unanimously.

Mary Nelle McLennan, chair of the publications committee, indicated that she and Larry Smith had a conversation about the publication of the music code and the authoring guidelines draft before the start of today's meeting.

Pete Osborne said that in his observation the new proposals will draw the manual closer to the code.

1/23/2012
It was moved by Jennifer Dunnam and seconded by Darleen Bogart that Tom Ridgeway be reappointed to the Music Braille Technical Committee for a term to end in 2013. The deadline for voting was Monday, Jan. 30 at 5 p.m. eastern. Voting yes: Bogart, Charlson, Davis, Dixon, Dunnam, McEachirn, McKinney, McLennan, Reilly, Spicknall, Wormsley Not voting: Laurent

8 Refreshable Braille Technical Committee ..... Caryn Navy

Jennifer Dunnam, board liaison to the committee, read the report, which is on file.

FM's signature will be added to the letter to developers.

GC The board appreciates the revisions to the material and supports the committee's moving forward.

Pete Osborne mentioned that the DAISY consortium is working to develop technical specifications to assist in future development of refreshable braille displays. The first phase of this work involves evaluation of current technology.

MSC Jennifer Dunnam moved and Diane Wormsley seconded the motion that the Refreshable Braille Technical Committee be charged to review the Transformation of Braille Requirements document being proposed by the

DAISY consortium and to do so prior to the DAISY Consortium meeting in early June. The motion passed unanimously.

9 Braille Formats Technical Committee .....Lynnette Taylor

11/05/2011:
A motion was made by Cindi Laurent and seconded by Sue Reilly that the BANA board approve Braille Formats 2011. The motion was amended to reflect that this vote would take place by e-mail and have a deadline of November 21 5:00 P.M.
Voting yes: Bogart, Charlson, D'Andrea, Davis, Dunnam, Laurent, McEachirn, McLennan, Reilly, Spicknall
Abstaining: McKinney
Not Voting: Wormsley

Cindi Laurent, board liaison to the committee, read the report, which is on file.

MSC Cindi Laurent moved and Diane Wormsley seconded the motion that the status of charge #77 be changed to "done." The motion passed unanimously.

[Charge #77 (5/11/2003) that the BANA Board authorize the Braille Formats Technical Committee to undertake a major revision of Braille Formats Principles of Print to Braille Transcription 1997. As Braille Formats is reviewed, any changes to rules not authorized previously by the BANA Board will be submitted to the board by the Braille Formats Technical Committee so that a charge can be issued by the BANA Board to the Technical Committee regarding the proposed changes.]

MSC Cindi Laurent moved and Darleen Bogart seconded the motion that the status of charge #186 be changed to "done." The motion passed unanimously.

[Charge #186 (3/15/09) Work collaboratively with the Literary Technical Committee on the creation of the appendix that will list any symbols currently in Braille Formats that are not in EBAE and to add other selected symbols from Nemeth code for science and mathematics.]

The board applauded the work of the committee and expressed its appreciation for the hard work of every member.

Susan Christenson, Debbie Gillespie, Sandy Smith, and Lynnette Taylor have indicated that they wish to resign from the committee now that the 2011 Formats guidelines are finished. The board asks that the committee members remain for a transition period until the fall. Sandy and Lynnette have already agreed to do so.

MSC Cindi Laurent moved and Diane Wormsley seconded the motion that the braille formats technical committee be charged with responding to questions regarding the new formats guidelines. The motion passed unanimously.

10 Tactile Graphics Technical Committee ..... Aquinas Pather

Mary Nelle McLennan, board liaison to the committee, read the report, which is on file.

It was noted that two of the tactile graphics committee members were present at the meeting.

MSC Mary Nelle McLennan moved and Jennifer Dunnam seconded the motion that the BANA board appoint Sarah Morley Wilkins as a member of the tactile Graphics Technical Committee for a term to end in 2013. The motion passed unanimously.

MSC Mary Nelle McLennan moved and Cindi Laurent seconded the motion that the tactile graphics Technical Committee be charged with crafting a more clearly stated rule regarding the usage of the perimeter symbols that apply to digital clocks and those used for boxing lines and simple rectangular shapes. The motion passed unanimously.

MSC Mary Nelle McLennan moved and Diane Wormsley seconded the motion that the Tactile Graphics Technical Committee be charged with expanding the number line section to include more complex number lines (for example, those that show overlapping (intersections) as the solution set). The motion passed unanimously.

MSC Mary Nelle McLennan moved and Ruth McKinney seconded the motion that the Tactile Graphics Technical Committee be charged with crafting the inclusion of an item that stipulates that a transcriber may insert a statement in the TN page of a braille volume that the graphics were produced in accordance with the *Guidelines and Standards for Tactile Graphics 2010. The motion passed unanimously.*

Joanna Venneri was thanked for her work on preparing the board packets for this meeting. NLS was also thanked for creating the hard copy print and braille packets and getting them to the meeting on time.

A presentation was made to thank Judy Dixon for her five years of service as BANA's chair. The board presented Judy with a beautiful vase upon which the inscription included embossed braille.

11 Discussion about braille code changes

Frances Mary D'Andrea provided an introduction discussing BANA's work related to code change and maintaining current codes.

Robert Englebretson, professor of linguistics at Rice University, discussed the changes in scripts, in print, which have happened all over the world. Successful reform is never easy. He shared some observations about the characteristics of orthographic reforms which have been successful. He urged that Americans become informed about the debate around capitalization that occurred in the UK.

Next, the following six presenters discussed their concerns regarding braille codes and mathematics/science and their opposition to a move away from the use of lower numbers in braille. Written versions of their presentations are attached to these minutes????

- Cary Supalo, Assistant Professor, Department of Chemistry, Illinois State University
- Maylene Bird, Mathematics and Science Teacher, Texas School for the Blind and Visually Impaired
- Sara Larkin, Statewide Math and Science Consultant, Educational Services for the Blind and Visually Impaired
- Allison O'Day, Literary and Mathematics Proofreader, Minnesota State Services for the Blind
- Susan Osterhaus, Statewide Mathematics Consultant, Texas School for the Blind and Visually Impaired
- Christopher Gray, Executive Director, Missouri Council of the Blind

Next was a presentation by Pete Osborne, chair of the UK Association for Accessible Formats (UKAAF). He indicated that many of the same issues regarding code change were raised in the UK before adoption of UEB. People around the world feel strongly about changes in braille.

Library usage in the UK is declining. Many children are never exposed to braille because of lack of teaching resources. He indicated that currently, Most of the braille he reads has not been touched by a human producer.

In the UK, the majority of braille readers were reading books and magazines and not the high level materials that characterize the debate.

UKAAF has split its decision in to three elements; 1) the decision to decide; 2) the adoption decision, and 3) the implementation decision. The motion on the adoption decision originally had a timeline for implementation included, but the timeline was removed after discussion.

He indicated that he can easily put us in contact with people in higher math who did not use the Nemeth code.

He encouraged a high level discussion of the costs of maintaining the status quo; in the UK, the costs were found not to be sustainable.

He stressed the importance of giving people a timeline and a way to contribute as much information as possible.

Next, Cay Holbrook discussed the summit to be held in Canada in June to increase education among stakeholders about UEB.

The question and answer period which was to follow these presentations did not occur due to a tornado, complete with hail, which forced everyone to evacuate to the basement of the hotel.

Sunday Morning:

The following observers were in attendance:

Betty Marshall	Patty Biasca
Donna Marhoun	Sara Watts
Peggy Schuetz	Dorothy Worthington
Vanessa Stints	Pete Osborne
Diane Eberhart	Chris Gray
Saralyn Borboa	

12 Publications Committee.....Mary Nelle McLennan

Mary Nelle McLennan, board liaison to the committee, read the report, which is on file.

The committee was commended for the significant amount of work that has been done during the last six months.

Frances Mary D'Andrea reflected that BANA has come a great distance since the days of committees submitting typed and brailled documents.

The publications committee aims to free the technical committees of having to make the document look right, so that they can focus on the content and then pass the work onto the publications committee for typesetting and the like.

During the preparation of the tactile graphics and formats publications, some ground was broken in the area of PDF accessibility.

A question arose during preparation of the publications guidelines and specifications: for whom were they being written--the end producers, or the authoring committee? Thus, the document currently under consideration is intended as guidelines for the authoring committees.

Placement of each chapter in a separate file is being required for reasons of convenience and file size. Such an arrangement also makes it easier for the authoring committee to work on one section at a time—if two or three people are working on separate sections simultaneously within the entire document, there is more risk of extra problems being introduced into the document.

The board is asked to review the authoring guidelines and provide input by the Wednesday following the meeting so that committees can begin using the guidelines quickly.

Mary Nelle McLennan then read through the draft of the comprehensive publications work flow document that had been prepared by the committee.

It was clarified that the primary purpose of review of BANA publications by the board and technical committees was to focus on the content rather than on grammatical and other copy editing issues. The intent is to give reviewers as clean, clear, and accurate copy as possible.

The publications committee is responsible for the table of contents and indexing, since these items will likely change during the review process.

We will add to BANA's policies on developing content that content should be periodically submitted to the board during the development process. Also, after review by the board and other technical committees, rationale must be included in the report as to why suggested changes were or were not made.

A reference should be included in the workflow document to BANA's policies about development of content. The authoring committee should provide rationale for revision decisions as called for in BANA policies on content development.

Next, discussion turned to the production of BANA publications.

The publications committee made a recommendation for policy change, resulting in the following motion:

MSC Ruth McKinney moved and Judy Dixon seconded the motion that the American Printing House for the Blind produce and maintain the stock and fulfillment of all BANA publications. The motion passed with all members voting yes except Mary Nelle McLennan, who abstained from voting.

Mary Nelle McLennan recused herself from the discussion of this decision. The most important benefit of the decision is that school districts have the opportunity to purchase BANA code books on quota funds if they are sold by APH. There is no other publication house for which quota funding is available. Another advantage is that if all the books are available from one place, people know where to obtain them. It was noted that production of BANA publications is generally a losing proposition financially for organizations. No other organization has ever produced a BANA publication besides NBA. Having APH produce the documents allows for the braille and print versions to be sold at the same price.

Discussion then turned to BANA web site revisions and maintenance. The committee would like to craft a process so that when someone has a new report or change, it is clear how to get the change made.

In which media should we post items on the Web site? Susan Christenson has agreed to create enhanced PDF versions of documents.

It was recommended that items with a shorter shelf life, such as press releases, be posted in HTML format in addition to any other formats.

Language will be placed on the Updates page indicating that the Updates pertaining to formats have been superseded by the new Formats 20122.

Further discussion about the implementation date of Formats 2011 and the future of EBAE will occur before the adjourning of this meeting.

13 Ad Hoc Committee on Foreign Language.....Ann Kelt

March 9, 2012:
Kim Charlson moved and Judy Dixon seconded the motion to allow Joanna Venneri to present at the upcoming CTEBVI conference on the draft Foreign Language guidelines, provided she does not prepare or distribute handouts or samples. The voting deadline was 5:00 Eastern on Monday, March 12.
Voting yes: Bartkowski, Bogart, Charlson, Davis, Dixon, Dunnam, McKinney, McLennan, Reilly, Wormsley
Not voting: Laurent, McEachirn, Spicknall

Kim Charlson, board liaison to the committee, read the report, which is on file.

The content of the foreign language guidelines is almost final. This document has gone through the review process already and is in the file preparation phase. However, there has not yet been a copy editing process nor final board review.

The goal is to provide the final document to the board by October 1 for review.

The copy editing will be a challenge due to the many different fonts and scripts of languages.

MSC Darleen Bogart moved and Kim Charlson seconded the motion that the board establish a time frame of 30 days for board review of the foreign language guidelines. The motion passed unanimously.

The board agreed to wait until the approval of the foreign language guidelines before creating a technical committee on foreign language.

The names of foreign language specialists should be forwarded, particularly those from NBA or CTEBVI.

14 Crafts and Hobbies Technical Committee .....Camille Caffarelli

November 28:
A motion was made by Darleen Bogart and seconded by FM D'Andrea that the BANA Board accept the report on the knit and crochet guidelines review that has been completed by the research committee. Email vote to end Monday, December 5, at noon eastern time.
The motion passed unanimously, with all members voting.

1/15/2012:
It was moved by Darleen Bogart that Anna Dresner and Marcy Ponzio be reappointed to the Crafts and Hobbies technical committee for terms ending 2013. The motion was amended by May Davis to add the clarification that the term of Joe Wasserman, recently appointed to that committee, will also end in 2013. This motion was seconded by Diane Wormsley.
The deadline for voting was Monday, Jan. 23 at 5:00 p.m.
Voting yes: Bogart, Charlson, Davis, Dixon, Dunnam, McEachirn, McKinney, McLennan, Spicknall, Wormsley:
Not voting: Laurent, Reilly

In the absence of the committee liaison, Maryann Bartkowski read the report, which is on file.

Joe Wasserman's name should be added to the committee report.

The review at large has been done, but some structural issues and other things need to be ironed out on the file before doing the board review.

A report was submitted from the research committee around November 15 back to the crafts and hobbies committee (19th of November). May indicated that the committee looked at the review report and made some changes.

MSC Cindi Laurent moved and Maryann Bartkowski seconded the motion that the disposition of charge #138 be changed to ongoing. The motion passed unanimously.

[Charge #138 (3/12/2006) To research and compile existing symbols and/or formats for knitting, crocheting, latch hooking, etc. and to make recommendations to the board toward the creation of guidelines for BANA approval.]

15 Ad Hoc Committee on Standardized Tests..... Diane Spence

In the absence of the board liaison, Sue Reilly read the report, which is on file.

Susan Spicknall will continue as the liaison to the committee until the end of May.

MSC Mary Nelle McLennan moved and Kim Charlson seconded the motion that disposition of charge #165 be changed from TBA to ongoing. The motion passed unanimously.

[Charge #165 (11/15/07) To create a set of guidelines for the production of standardized tests in braille.]

16 Ad Hoc Committee on Early Literacy Materials Production.....Bonnie Read

Diane Wormsley, board liaison to the committee, read the report, which is on file.

There was a mixed response from the committee to the directive issued last fall. It would be ideal if anyone transcribing early literacy materials was familiar with formats in its entirety, but such is not the case. The level of education and training of personnel providing services differs from state to state and even city to city.

A suggestion was made to include at the beginning of the promising practices document a statement indicating the qualifications needed for transcribing material for children.

All kinds of school personnel need to see the document to understand.

Diane indicated that the committee needs to meet again to work through the issues. Susan Spicknall will remain on the committee.

17 Mathematics Technical Committee .....Dorothy Worthington

Cindi Laurent, board liaison to the committee, read the report, which is on file.

MSC Cindi Laurent moved and Kim Charlson seconded the motion that we allow $200 for a conference call for the mathematical technical committee to discuss the graphing calculator guidelines. The motion passed unanimously.

Discussion occurred about possible formation of an ad hoc committee on chemistry. Some problems with the chemistry code have come to light in dealing with aspects of standardized tests. Such a committee would be formed in an effort to assist the math committee.

MSC Jennifer Dunnam moved and Mary Nelle McLennan seconded the motion that the BANA board create an ad hoc committee on Chemistry. The motion passed unanimously.

MSC Jennifer Dunnam moved and Cindi Laurent seconded the motion that the ad hoc committee on chemistry be charged to perform an evaluation of the efficacy of the current chemistry code and to identify and list areas of the code which may be in need of revision. The motion passed unanimously.

Board members are urged to send recommendations for possible members to Frances Mary.

MSC Kim Charlson moved and Cindi Laurent seconded the motion that charges #101 and #196 be transferred from the mathematics technical committee to the ad hoc committee on chemistry. The motion passed unanimously.

[Charge #101 (11/5/2004) to develop guidelines for producing the Periodic Table of Elements by reviewing the current methods of transcribing such material and recommending a standardized format by Fall of 2005.]

[Charge #196 (410/2010) Clarify the Chemistry Code rules regarding the capitalization and punctuation of abbreviations and acronyms and the rules for transcribing single letter chemical symbols.

MSC Cindi Laurent moved and Maryann Bartkowski seconded the motion that the proposed change to rule XIV section 86c provided in Fall 2011 by the mathematics technical committee in response to charge #200 be prepared for distribution to the other BANA technical committees for a review to be completed within a 30 day time period. The motion passed unanimously.

MSC Judy Dixon moved and Diane Wormsley seconded the motion that a budget of $200 be allotted to the chemistry Committee for the year 2012. The motion passed unanimously.

21 Ad Hoc Committee on Uncontracted Braille.....Sue Reilly

There was no report from this committee.

MSC Cindi Laurent moved and Darleen Bogart seconded the motion that the uncontracted braille committee be charged to review the "ruling by committee" put forth in the spring 2012 report of the mathematics technical committee with the purpose of adding it to the uncontracted guidelines document. The motion passed unanimously.

18 Ad Hoc Committee on Braille Signage and Labeling .....Kim Charlson

Kim Charlson, liaison to the committee, read the report. Then Judy Dixon read the attached brochure.

It was agreed to remove references to Canada from the brochure.

It was also suggested that perhaps this brochure should be two documents—one for producers of braille signs and one for people "wanting to put braille on something".

For now, the brochure will be maintained as one document.

GC We will refer this document to the publications committee for copy editing and suggestions for improvement by August.

19 Ad Hoc Committee on English Braille American Edition.....Jennifer Dunnam

Jennifer Dunnam, chair of the committee, read the report, which is on file.

Appendix A of EBAE has to do with formats. The question was raised as to whether the new formats document supersedes that appendix or whether they should remain different. Rule III of EBAE also deals with the larger issues of formats in literary braille. Further discussion will occur later in the meeting.

It was agreed to move the discussion of BANA membership to later in the meeting.

22 Computer Braille Technical Committee .....Melissa Hirshson

Judy Dixon, board liaison to the committee, read the report, which is on file.

MSC Judy Dixon moved and Kim McEachirn seconded the motion that charge #78 be declared done, and that the continuation indicator be retained. The motion passed unanimously.

[Charge #78 (5/11/2003) that the CBC Technical Committee look at the use of the continuation indicator and any other CBC symbols for which the rules of usage may need to be modified and report back to the board.]

Some confusion was indicated in the report over charge #210. Cindi and Judy will work to clarify this with the committee chair.

Charge #150 will be updated when the computer code update is updated.

#210 is essentially done but will be when the update is done.

26 BANA Archives.....Frances Mary D'Andrea

This report was discussed after the computer code report, on Sunday afternoon. Frances Mary D'Andrea, chair of the committee, read the report, which is on file.

She thanked APH for the wonderful work they are doing to categorize and preserve the archives. The names of the committee members should be added to the report.

MSC Cindi Laurent moved and Diane Wormsley seconded the motion that the archives committee be charged to develop a procedure for retrieving and storing the emails from the BANA listserves. The motion passed unanimously.

Next Mary Nelle McLennan reported that the Duxbury font was embedded in the HTML version of Formats so that they will show up correctly on any computer. This feature is currently incompatible with Firefox.

27 Bylaws Committee.....Darleen Bogart

Darleen Bogart, chair of the committee, read the report, which is on file.

Since the first drafts of bylaw revisions that were due on April 30 have not been completed, they were added to individuals' to-do lists.

Monday Morning:

MSC Kim Charlson moved and Diane Wormsley seconded the motion that BANA enter an executive session to discuss a membership application (which includes financial information about the applicant). The motion passed unanimously.

MSC Kim Charlson moved and Maryann Bartkowski seconded the motion that the board conclude the executive session and return to its full public BANA meeting. The motion passed unanimously.

MSC Kim Charlson moved and Ruth McKinney seconded the motion that BANA accept the application of the alternate text production center for full membership in BANA. The motion passed unanimously.

MSC Diane Wormsley moved and Cindi Laurent seconded the motion that the implementation date for Formats 2011 be set as January 1 2013. The motion passed unanimously.

MSC Jennifer Dunnam moved and Darleen Bogart seconded the motion that BANA reaffirm its intent that the rules and appendices in English Braille American Edition regarding formatting of braille be superseded by the principles set forth in Formats 2011.

MSC Jennifer Dunnam moved and Cindi Laurent seconded the following motion: The chair of the ad hoc committee on English Braille American Edition, in consultation with the committee, will prepare a new appendix to EBAE which replaces rule III, Appendix A, and all other formats language in EBAE with the principles from Formats 2011. This appendix will not be distributed for a full technical committee review since all revisions will be made according to currently approved codes. However, the new appendix will be shared with the formats committee for comment. The appendix will be available for board approval no later than August 2012. To allow time for communication of the change in literary format to all stakeholders, the implementation date of the change is set for January 1, 2013. The motion passed unanimously.

23 Research Committee ..... Diane Wormsley

Diane Wormsley, chair of the committee, read the report, which is on file.

24 Education & Outreach Committee ..... Judy Dixon

Dec. 3:
A motion was made by FM D'Andrea and seconded by Mary Nelle McLennan that Judy Dixon be appointed as chair of the Education and

Outreach Committee. The deadline for this vote was Saturday, December 10 at noon.
The motion passed unanimously, with all members voting except Ruth McKinney.

Judy Dixon, chair of the committee, read the report, which is on file.

In addition to the presentations listed in the report, Sue Reilly and Bonnie Grimm gave a BANA presentation at CTEBVI in March 2012. FM also spoke about BANA at Virginia's AER luncheon.

New ideas are needed for more BANA position papers.

There are hard copies of the three-part article available at this meeting thanks for Clovernook.

Sue Reilly and Cindi Laurent will inventory the trunk before we leave, and the trunk will be sent to Ruth since the next exhibit will be next spring at CTEBVI.

Judy will make new BANA business cards with QR codes for our Web site so that people can obtain BANA documents.

The current list of BANA volunteers is very old. Judy and Kim will work to create a web survey and email the current list of volunteers to determine continued interest.

There will be an open forum at the meeting in November, but the decision about the timing of the forum is deferred pending further information.

All board members are encouraged to review the BANA flier to see what revisions may be needed.

Fall meeting arrangements were discussed.

Next spring, NLS will host the meeting in DC, and the NBA conference will also be in DC. The spring 2013 BANA meeting dates are tentatively set for the 11th through 13th of April, Thursday through Saturday.

The fall 2013 meeting will be hosted by APH in Louisville.

Monday Afternoon:

Observers:

Saralyn Borboa Dorothy Worthington

Betty Marshall Sara Watts

25 Strategic Planning .....Mary Nelle McLennan & Diane Wormsley

Diane Wormsley, chair of the committee, read the report, which is on file.

There will be a report back from the strategic planning committee on the first initiative after the ICEB meeting when more information is available.

28 Secretary's Report .....Jennifer Dunnam

1/11/2012:
A motion was made by Jennifer Dunnam and seconded by Darleen Bogart that the BANA Board accept the minutes of the fall BANA Board meeting. The deadline for this vote was Monday, January 16, at noon eastern time.
Voting yes: Bogart, Charlson, Davis, Dixon, Dunnam, Laurent , McKinney, McLennan, Reilly, Wormsley
Not voting: McEachirn, Spicknall

Approval of the February teleconference call minutes is deferred until after the ICEB meeting, when an online vote will be taken.

BANA minutes from 1979-2003 are not yet posted to the BANA Web site, but all those before and after this time period are there.

30 Certificates of Appreciation.....Kim Charlson

Certificates will be sent to committee members and board members who have completed their service.

31 Directory Update.....Judy Dixon

Board members were urged to look at the directory to ensure that it is accurate—particularly committee liaisons.

Joanna Venneri will take over management of the directory.

32 BANA's Listservs: .....Kim Charlson

Board members were urged to ensure that all information for listserves is correct.

33 Press Releases .....Mary Nelle McLennan

In 2012 there have been three press releases: announcement of the availability of the complete three-part article, announcement of the spring 2012 meeting, and announcement of the BANA blog. Other recent press releases have included

September 2011: details for the fall meeting

November 2011: actions from the fall meeting

December 2011: Announcement of the braille excellence award for Joe Sullivan

An email message went out on the day that Formats was first posted. However, additional details need to be announced, so there will be a press release to follow including the implementation date.

The process for preparing and distributing press releases was reviewed, and discussion occurred about items for future press releases.

A BANA board teleconference will occur on May 27th at 3 P.M. Eastern. Another teleconference will occur July 25 at 1:00 Eastern.

Some discussion occurred about the presentations on Saturday. We will request to receive the written versions of the presentations. We will continue to work to determine what more is needed in order to make decisions.

Kim Charlson went to Chicago to a meeting of the Ophthalmology society which inducted Louis Braille into its hall of fame.

Judy Dixon mentioned NLS's new director, Karen Keninger, who is a braille reader. NLS is experiencing a contracting crisis in the area of braille. They are looking at different models of braille production. If any know of braille producers who may wish to contract with NLS, please let Judy know.

Darleen Bogart reminded all that she, as the representative of CNIB, does not vote or participate in discussion having to do with adoption of code change for the US.

International organization reports were not given at this meeting due to lack of time.

MSC Judy Dixon moved and Kim Charlson seconded the motion that Fred Schroeder be invited to serve as one of the four delegates from the US to the ICEB general assembly (along with Diane Wormsley, FM D'Andrea, and Judy Dixon). The motion passed with all members voting yes, except for Darleen Bogart, who abstained from voting.

The observers were thanked for the time they spent observing the meeting.

NBA was commended for their excellent hospitality.

42 Adjournment: Frances Mary D'Andrea

MSC sue Reilly moved and Ruth McKinney seconded the motion to adjourn. The motion passed unanimously.

The meeting was Adjourned at 3:45 P.M.

Respectfully Submitted,

Jennifer Dunnam, Secretary